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16 April 1976

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Office of Personnel Report -- Week Ending
16 April 1976

1. Employee Services:

a. Child Day Care posters were put on the two Headquarters bulletin boards on 12 April advising Agency employees to contact the Personal Affairs Branch regarding information concerning child day care centers. As of 15 April, four phone calls were received. PAB will keep statistics on the interest received from Agency employees on this subject.

b. Good Friday services will be held in the Headquarters auditorium. Catholic services will be held at 11:00 a.m. today, conducted by Father Jules Claes. The Reverend Douglas Langholz will hold Protestant services at 12:30 p.m.

2. Summer-Only Employment: We have received full clearances on 213 Summer-Only applicants. We have prepared 165 EOD letters to these applicants as of 13 April.

3. Recruitment: On 7 April 1976, Chief, Recruitment Division, and Chief, Clerical Staffing Branch, attended a meeting with the Chief of Support and Chief of Personnel, OD&E [redacted], on the subject of hiring guards and couriers for [redacted]. We are waiting for additional information from OD&E concerning grade levels, whether or not it will be shift work or fixed hours, location of employment, etc., before a special recruitment effort can be launched.

4. Medical Release Form for Minor Applicants: On 14 April, Chief, Washington Area Recruitment Office, and Chief, Clerical Staffing Branch, met with Dr. [redacted] of OMS to review the new medical release form for minors prepared by the Medical Staff and concurred in by the Office of General Counsel. Recruiters will now have to make sure

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that an applicant under 18 years of age has this form signed by parents or guardians. There are approximately 20 to 25 17-year-old applicants now in process.

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5. Minority Career Conference: On 12 April we received a note from Recruiter [] regarding the Minority Career Conference held on 7 and 8 April at the University of Texas at Austin. He advised us that except for the military services, CIA was the only Federal agency that attended the conference. Forty-seven industries and state representatives were present. (Previously reported at 8:30 meeting.)

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6. Summer Intern Program: With the acceptance of Mr. [] as a summer intern by OSR, the Coordinator for Cooperative Programs has met his MBO requirements for FY 1976.

7. Position Management: Members of the Position Management and Compensation Division met with the following:

a. Chief, PPD/OL to discuss OL's counter-proposals concerning GP position evaluation criteria and related GP wage administration.

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b. Director, [] to discuss survey findings regarding []

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c. Chief, Operations/OC, and senior staff members to discuss the realignment and ceiling reduction for [] Regional Communications Station and in-country tributary stations.

d. Chief, Psychiatric Division/OMS, regarding job structuring of a paraprofessional clerical position in his division.

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e. Chief, Support, []/OTR, to provide preliminary feedback concerning the survey of []

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8. Rehired Annuitant: The following rehired annuitant case was approved for the Administration Directorate:

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Coming Events:

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1. On 21 April Office of Personnel representatives [redacted] will brief the course on ADP for Managers on the topic of applied modeling and simulation.

2. Work continues on various FLSA activities, including the Phase "II" procedural development and the orientation program. Of specific note is the list of 10 people changed from non-exempt to exempt status. Of the 10, overpayments ranged from \$1.35 to \$400.

3. Work continues on review and revision of the Occupational Handbook.

4. A revised Position Description Guide has been drafted and should be published within a week or so.

[redacted]

F. W. M. Janney

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